Indiana State Library
Interlibrary Loan

INDIANA SHARE

INDIANA
SHARE

We want to give you a solid start to the new ILL procedures. We will continue refining the service so that you will have an easier transition.

Indiana SHARE

- ISL will be assuming responsibility for ILL services on July 1
- OCLC symbol
  - Borrowing = SHARE
- What's New
  - New Software
    - ILLiad
  - Simple Registration
  - Quick Submission
  - Easy Tracking

Your library will have to register for Indiana Share the first time you use it

This process is quick

The new system is also paperless

Introducing ILLiad

- ILLiad
  - Web-Based
  - Paperless Requesting
    - Environment & Budget Friendly
  - Easy Log-In
  - Seamlessly works with FirstSearch

ILLiad imports information from First Search (your access to WorldCat), reducing work for staff and ensuring correct information on the request form.

ILLiad is paperless requesting, so it is environmentally and budget friendly.

Indiana Share Policies

- □ Loan Period
  - ■ 5 Weeks
    - □ Includes Shipping time to and from your library
- □ Renewals
  - ■ No Renewals

With one week for delivery each way, the average check out time for patrons will be 3 weeks.

It's So Easy!

Step-by-Step Borrowing

INDIANA SHARE

Step One – Search WorldCat

You will access First Search at
http://www.in.gov/library/5769.htm

You'll access FirstSearch from the Indiana State Library website.

Search title and author if possible. Remember that the patron may not have remembered the exact title or exact spelling for the author's name.

Step 2: Find the Item

Click on the item you want

When selecting the item, note that you'll want to check the format. Is it a book or video? Which did the patron want?

Also pay attention to the number of libraries worldwide that hold the item. The more libraries, the better. If only 4 libraries hold an item your patron wants, you may need to check other records. If there are just not a lot of copies of the item on any record, it may be rare, and may not circulate.

Click "Indiana Share Program" to import into ILLIad

Step 4: Log In

ILLiad

ILLiad Logon

*Username [   ]

*Password [   ]

[Logon to ILLiad]

First Time Users

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You may pre-register/ log-in before you begin your search, or log-in at this stage

Create a new account

If you have not already registered with an ILLiad Indiana Share account, you may do so by clicking on "First Time Users"

Registration Information

INDIANA SHARE

ILLiad

By pressing the button below, you acknowledge and agree to all of the terms and conditions below.
Please pay particular attention to the copyright statement and the ILLiad FAQ.
After reading this information, you can press the "First Time Users Click Here" button below.

First Time User Registration for Interlibrary Loan

To request an item through Interlibrary Loan, you must first identify yourself to the library's ILLiad system. To do this you fill out a registration form using your Web browser.
Registration has three purposes:

Entering your personal information into the ILLiad system means you will not have to supply the information again when making future requests.
Having your e-mail and regular mail addresses on file with Interlibrary Loan enables us to notify you promptly and deliver materials accurately when your request arrives in the library.
By specifying a Username and Password of your choosing, you will have secure access to information about your requests. You will also be able to review the list of items you have requested in the past.

About your Username and Password

During registration, you will be asked to choose a Username and Password. You will use this Username and Password when logging on to the ILLiad system in the future.

Username
Choose anything you like, such as your name, abbreviations, or an alphanumeric code.
Password
Choose anything you like. We recommend that you follow good security practice and choose a password that is different from those you use to access other systems.
ILLiad will encrypt your password, so it will remain secure. Only you will know your password.

This page covers information about the Indiana SHARE program and the ILLiad software.

Copyright Information

ILLiad FAQ (Frequently Asked Questions)

Before registering, you may wish to read the ILLiad FAQ. The FAQ may answer other questions you have about the ILLiad interlibrary loan system.

By pressing this button you acknowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement and the ILLiad FAQ. After reading this information, you can press the "First Time Users Click Here" button to continue.

First Time Users Click Here

Copyright language is prescribed by law and MUST be displayed anywhere requests are accepted.

Some of these fields are required by the ILLiad software, including notification and shipping methods. For those fields, we've prepopulated answers to make it easier.

Note that there is a field for you to include either the patron's name, or some identifying number (like a library card number), so that when you receive the item, you'll have a record of the patron who originally requested it.

Indiana Share

Book Request

* Indicates required field

- Logoff jbeachtest
- Main Menu
- New Request
  - Photocopy
  - Book
  - Book Chapter
  - Conference Paper
  - Patent
  - Report
  - Thesis
  - Standards Document
  - Other (Free Text)
- View
  - Outstanding Requests
  - Electronically Received Articles
  - Checked Out Items
  - Cancelled Requests
  - History Requests
  - All Requests
  - Notifications
- Tools
  - Change User Information
  - Change Accounts
  - Change Password
- About ILLiad

Enter information below and press the Submit Information button to send.

Describe the item you want

* Author/Editors — Koontz, Dean R

* Title — Odd Thomas
Please do not abbreviate unless your citation is abbreviated

Publisher — Bantam Books

* Patron Name or ID Number ← Keep track of patron

Date of Publication — 2003

Edition

ISBN (International Standard Book Number) — 9780553802498
If given will speed request processing

Call Number

OCLC or Docline UI Number — 52587603

* Not Wanted After Date — 06/23/2008
(MM/DD/YYYY)

Will you accept the item in a language other than English? — No
If yes, specify acceptable languages in the notes field.

Will you accept an alternate edition of this item? — Yes

Notes
Put any information here that may help us find the item, as well as any other pertinent information *including the amount the patron is willing to pay.*

ILLiad will populate the fields from FirstSearch

Bibliographic information transfers to the work form. You don't have to worry about transposing letters or numbers!

Notes can include what you are willing to pay. If your patron does not wish to pay any fees, be sure to make a note that you do not wish to go out-of-state to fill the request. You can say, "Fill from an Indiana library only. Willing to pay $0."

Step 7: Submit Request

Click to submit ILL request

Notes field can be used to limit in-State only, maximum cost, or to specify CD or tape / DVD or VHS.

Step 8: Track ILL Requests

The library can track requests made on behalf of users. FedEx type detail of whether the request has been received, filled, shipped, etc.

You can cancel requests by clicking on the Transaction number and opening the individual request.

Indiana Share Process

INDIANA SHARE

Patron makes request that is unavailable in your system → ILL librarian searches for title in First Search → Found title is requested through Indiana Share

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Material is processed and sent via INfo Express to Requesting Library ← Requested title is found and pulled off the shelf at the Lending Library ← Request is submitted to ILL staff of Indiana Share

↓

Library receives item and sends email confirmation to Indiana Share staff → Patron reads and returns item to library → Library returns items to Indiana Share via INfo Express

Other Information

- ❑ After Receiving an item
  - E-mail the title(s) and transaction number(s) to share@library.in.gov
- ❑ Returning ILL Materials
  - Just send through Info Express.
    - ❑ The Lending Library will do the rest.
    - ❑ (Include original Indiana Share paperwork)

What should a borrowing library do when it receives borrowed materials?

When libraries receive the requested materials staff will need to e-mail share@library.in.gov the title of the book and the transaction number found on the label on the front of the materials so that State Library staff can update the OCLC record to received. Libraries without an internet connection may fax the information to (317) 234 6461. An update should be sent to the State Library staff at least once a week.

If you have no updates, you would not have to send the email to the Indiana State Library staff.

Contact

- ❑ Troubleshooting and Tech Support
  - ■ Indiana Share Office
    - ❑ Telephone   (317) 234-6461
    - ❑ Fax   (317) 234-6462
    - ❑ E-mail   share@library.in.gov
- ❑ Indiana Share Website
  - ■ Including FAQ's and tutorial information
    - ❑ http://www.in.gov/library/5769.htm

Questions?

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